

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

JULY 9, 2020

PRESENT: Randy Johnson, Bev Bartlett, Debi Lundberg, Megan Borchardt, Mary Derginer, Eileen Littig, Dennis Rader, Pat Lassila, Amy Payne

ABSENT:

EXCUSED: Mary Johnson, Robert Johnson, Tom Diedrick, Sam Warpinski

ALSO PRESENT: Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Kimberly Gould, Jeremy Slusarek, Jessi Arvey, John Holzer

Chairperson Johnson called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS:

ADOPTION OF THE AGENDA:

APPROVAL OF THE MINUTES OF MEETING OF May 28, 2020:

Ms. Littig/Ms. Bartlett moved to approve the minutes of the regular meeting of May 28, 2020. **MOTION CARRIED with no negative vote.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF PRELIMINARY JUNE 2019 FINANCE REPORT:

Ms. Bowers referred to the May 2020 Financial Highlights and ADRC/Grounded Cafe Summary Report to demonstrate the expenses and revenues for May 2020 including an update regarding CARES ACT emergency funding due to COVID 19 pandemic.

Ms. Bartlett/Ms. Derginer moved to receive the May 2020 finance report and place on file. **MOTION CARRIED with no negative vote.**

B. REVIEW OF DONOR DIRECTED DONATIONS:

Ms. Bowers reviewed May 2020 incoming Donor Directed donations to Grounded Café.

REPORT OF THE EXECUTIVE & FINANCE COMMITTEE:

Mr. Johnson explained that the Executive & Finance Committee reviewed and approved the 2020 preliminary budget. He noted, however, many line items are estimates as revenues from other sources are still outstanding.

Ms. Christianson referred to the ADRC Budget 2020 PowerPoint to demonstrate initiatives and direction for 2020 including revised structure and positions in preparation for the retirement of 2 ADRC Coordinators. All positions have been reviewed and approved by Brown County HR. This includes:

- Restructure of Administrative Services Coordinator to Admin & Communications Coordinator
- Addition of a Quality & Report Specialist
- Addition of Communication and Design position
- Removal of (1) Office Assistant Position

Ms. Christianson shared the most current information known regarding funding and shared that she is presenting the budget as approved by the Executive Committee for 2020 to the Board of Directors for approval.

Ms. Littig/Mr. Rader moved to approve the report of the Executive & Finance Committee. **MOTION CARRIED with no negative vote.**

2021 ADRC BUDGET PRESENTATION:

Ms. Christianson shared future initiatives and potential focus area for the 2021 budget.

Ms. Bowers shared the 2021 draft budget highlights and information on how Covid 19 is impacting 2020 revenue and expenses. Ms. Bowers communicated that 2020 Older Americans Act funding policy has changed in response to the pandemic and remaining funding dollars at the end of 2020 can be carried over with various deadlines in 2021.

Ms. Bowers shared that they are presenting a balanced 2021 budget.

Ms. Littig/Ms. Payne moved to approve the preliminary 2021 ADRC Budget. **MOTION CARRIED with no negative vote.**

Ms. Derginer left the meeting at 9:21 AM

DIRECTOR'S REPORT:

A. DECISIONS ON PHASE BACK PLAN-CRITERIA FOR PLAN B:

Chairperson Johnson shared information from discussions with Ms. Christianson, Public Health and Brown County leadership regarding criteria to use to determine when to bring back public and staff back to the ADRC. Chairperson Johnson recommends adding and immediately moving to step 1.5 of the ADRC Phase Back plan. This phase would balance the needs of the organization, staff and customers continue to limit public contact but would accommodate the ADRC's most vulnerable populations by meeting in person those that have no ability to connect to the ADRC via phone or internet.

Chairperson Johnson also recommended that the ADRC Board take all responsibility for any decisions/changes to the Phase Back Plan and would require action/approval by the ADRC Board of Directors.

Ms. Payne/Supervisor Borchardt moved to approve the Phase Back plan dated 7.2.2020 and to move to phase 1.5 effective immediately. **MOTION CARRIED with no negative vote.**

Ms. Littig/Mr. Rader moved to require that any changes or updates to the Phase Back plan be brought to the ADRC Board of Directors for action/approval. **MOTION CARRIED with no negative vote.**

Ms. Derginer joined the meeting at 9:35 AM

B. CUSTOMER SERVICE VIDEO ON ADRC SAFETY:

Ms. Willems shared a video created to orient staff to changes/procedures when returning to the office.

C. AMY PAYNE 2ND 3-YEAR TERM:

Ms. Bartlett/Ms. Littig moved to approved to approve Amy Payne to a 2nd 3-year term on the ADRC Board of Directors. **MOTION CARRIED with no negative vote.**

D. GRIDIRON PARTNERSHIP OPPORTUNITIES:

Ms. Christianson shared that the ADRC would like to explore opportunities to partner with Gridiron. Gridiron is a proposed social innovation housing model that's focus is integrating generations, all income levels, and creating connections between people. It is slated for an Ashwaubenon location following village approval and fundraising. Gridiron will serve persons of all income levels and assist individuals with housing insecurity, young professionals and families.

ANNOUNCEMENTS:

NEXT MEETING – The next meeting will be August 27th, 2020 at 8:30 a.m.

ADJOURN:

Ms. Lundberg/Ms. Littig moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:31 a.m.

Respectfully submitted,

Kristin Willems,
Administrative Services Coordinator